

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

E. Barrett Prettyman U.S. Courthouse
Washington, D.C. 20001

333 Constitution Avenue, N.W.
www.cadc.uscourts.gov



Position Title:	Judicial Assistant to a Circuit Judge and a District Judge
Announcement Number:	USCA-15-12
Salary Range:	JSP-8 to JSP-11 (\$47,684 - \$82,840), depending on qualifications
Position Location:	Washington, D.C.
Opening Date:	October 2, 2015
Closing Date:	October 23, 2015

Position Summary: The Judicial Assistant provides administrative support to a federal circuit judge and a federal district judge. Both judges are located in the same courthouse. The successful candidate will work two days in one chambers and three days in the other chambers each week.

Responsibilities: The Judicial Assistant's duties include, but are not limited to:

- handling routine office matters;
- maintaining office supplies and equipment;
- maintaining, updating, and purging files;
- gathering and maintaining statistical data for reports;
- making travel arrangements and preparing travel vouchers; and
- working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs.

Qualifications: Applicants must have a high school diploma and must have at least two years of general experience, and three years of specialized experience doing administrative, secretarial or paralegal work. In addition, the applicant must have the following qualifications:

- Exceptional interpersonal skills;
- Excellent verbal and written communication skills;
- Ability to work independently, anticipate needs and problems, and to take initiative, including to learn, adapt or develop systems, as needed;
- Ability to manage multiple projects and be flexible when dealing with changing priorities;
- Exceptional organizational skills and attention to detail;
- Excellent computer and research skills;
- Experience using the internet and a variety of software (Word, Excel, Adobe Acrobat);
- Ability to exercise tact, good judgment and initiative; and
- Ability to maintain strict confidence of all office and judicial matters.

Requirements: Applicants must be United States citizens or eligible to work for the United States government. The successful candidate will be subject to a background check and will be considered a provisional employee pending a favorable suitability determination. Direct deposit of pay is required.

Benefits: Visit www.uscourts.gov/careers.aspx, for benefits with the federal judiciary.

To Apply: Send a cover letter and résumé to the attention of Valory Miller, Personnel Specialist, to Vacancy@cadc.uscourts.gov, with Job Announcement Number USCA-15-12, appearing in the subject line. A single PDF attachment is required. Applications must be received on or by October 23, 2015.

Because of the large volume of applications, only those candidates who will be interviewed will be contacted. When the position is filled, a notice will be placed on the court's internet site.

The Federal Judiciary is an Equal Employment Opportunity employer.